



DEPARTMENT OF THE NAVY

NAVY RECRUITING COMMAND

5722 INTEGRITY DR.

MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 12710.1 (HDQ)

N12

1 DEC 2008

COMNAVCRUITCOM INSTRUCTION 12710.1 (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: NAVCRUITCOM CIVILIAN SPONSOR PROGRAM

Encl: (1) Civilian Sponsor Checklist

1. Purpose. To provide maximum relocation assistance to newly assigned civilian personnel.

2. Discussion. The Navy Recruiting Command (NAVCRUITCOM) Civilian Sponsor Program helps ease the transition of civilian personnel reporting to NAVCRUITCOM Headquarters (HDQ). This program benefits civilian personnel before and after reporting onboard.

3. Responsibilities

a. NAVCRUITCOM Director, Civilian Human Resources Liaison Division (DCHRLD)/N12. Responsible for administering an effective Command Civilian Sponsor Program. Provide sponsor with a copy of this instruction to include the Civilian Sponsor checklist (enclosure (1)). NAVCRUITCOM Customer Service Representatives (CSR), Civilian Human Resources Liaison Division N12 will ensure all assigned sponsors are briefed and are in compliance with the Civilian Sponsor Program.

b. NAVCRUITCOM Department Supervisor. Supervisors for the newly assigned civilian employees will be responsible for identifying a sponsor, if other than him/herself.

c. NAVCRUITCOM HDQs' Chief of Staff. Responsible for ensuring Civilian Sponsor Program is established.

d. Command Program Coordinator (CPC)/(N1134). Responsible for ensuring all incoming personnel are added to NAVCRUITCOM HDQs' command social roster.

e. Departmental Civilian Sponsor Coordinator (DCSC). Provide and maintain a departmental incoming civilian personnel roster for all incoming personnel assigned to their department.

(1) A Civilian Sponsor will be identified within his/her respective department upon receipt of notification of new employee from N12 CSR.

Note: Ensure assigned sponsor will be onboard when he/she reports. Additionally, the sponsor will make contact either by email or telephone as soon as possible after notification of job acceptance.

(2) Provide N12 CSR with the completed check-list.

f. Command Indoctrination Coordinator. Organize a two-hour time period during Command Indoctrination Program for new Civilian check-in brief.

/s/
JERRY R. ANDERSON
Chief of Staff

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Civilian Sponsor Checklist

_____ Contact the person you are sponsoring via email or
telephone ASAP after notification of job acceptance.

Upon arrival of the individual:

_____ Familiarize the new arrival with base facilities.

_____ Ensure new employee is enrolled in the Command
Indoctrination class as soon as possible.

_____ Furnish the employee with base map indicating areas of
interest.